

## **NOTICE OF INTENT TO RELEASE REQUEST FOR PROPOSALS**

### **For the Administration of the Housing Choice Voucher Project Number #1991**

FOR RELEASE: May 1, 2015  
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#### **A. Overview**

The Brown County Housing Authority (BCHA) has been funded by and is in contract with the U.S. Department of Housing and Urban Development (HUD) for a 3,411-unit Housing Choice Voucher (HCV) Program, along with Project Based Vouchers (currently seven (7) HAP Contracts and one (1) AHAP comprising total of 333 units), the HCV Family Self Sufficiency (FSS) Program (currently 75 voluntary slots, with the capacity for up to 124 slots), HCV Homeownership Program (currently with 58 homeowners and an unlimited capacity), and Veterans Affairs Supportive Housing (VASH) Program (currently with approximately 20 port-in VASH Vouchers, 21 tenant-based VASH Vouchers and 10 Project Based VASH Vouchers). The BCHA is considering options for the administration of the HCV Program and related programs starting January 1, 2016. The BCHA will be seeking proposals from qualified firms and/or individuals to provide the administration and operation of these programs.

#### **B. Key Dates**

May 1, 2015	Publication of Notice of Intent to Release RFP
June 22, 2015	Target date for Publication of RFP
July 3, 2015	Respondent's question deadline by 3:00 p.m. CST via email to <a href="mailto:robynha@greenbaywi.gov">robynha@greenbaywi.gov</a>
July 13, 2015	Answers to questions published as an addendum by 3:00 p.m. CST
July 31, 2015	Proposals deadline; must be received by 3:00 p.m. CST
August 17, 2015	Public announcement of responses
August 17 – September 17, 2015	Committee reviews proposals, conducts interviews, determines recommendation
September 22, 2015	Award issued
January 1, 2016	Contract start date

## **C. Eligibility**

An eligible firm/individual is one that agrees to perform on behalf of the BCHA in accordance with the ACC, the BCHA's Administrative Plan\*, the standards and guidelines set by the BCHA, the administrative functions specified in the ACC, as well as any other administrative functions necessary to carry out the purposes of the programs, but while still providing for the BCHA's fiscal oversight and control as specified below.

Specifically, eligible firms/individuals must be able to perform functions to include all those administrative functions which the BCHA, as the statutory local public housing agency for Brown County, is required to carry out in connection with the operation of the programs by applicable statutory and other legal authority and which may by law be performed by "the selected firm" pursuant to terms of this agreement, the ACC, HUD regulations specifically made applicable to the "Program" in the ACC, and applicable statutory and other legal authority.

\*The BCHA Administrative Plan is available at <http://greenbaywi.gov/csa/brown-county-housing-authority-administrative-plan/>.

Accordingly, eligible firms must be able to agree to the following expectations of the BCHA:

- BCHA's direct involvement in management and operations for the HCV and related Programs
- Respectful service to the public (applicant, recipients, landlords, community members, and BCHA)
- Vigilance in combating abuse, fraud, and detrimental consequences in order to maintain collaborative attitudes (officials and public) regarding HCV and related Programs
- Administration of all areas of the HCV and related Programs within the oversight and control of the BCHA, to include, but not limited to drafting operational plans and reports, providing recommendations regarding staffing decisions, and recommending policy to the BCHA Board of Commissioners.

A more comprehensive explanation of expectations will be conveyed in the Request for Proposals for Administration of the HCV and Related Programs, anticipated to be published on June 22, 2015. It will be published on the BCHA's website at <http://greenbaywi.gov/csa/housing/brown-county-housing-authority/request-for-proposals-2/> as well as on the Demand Star by Onvia website at: [http://onviacenter.com/content/demandstar\\_subscriptions](http://onviacenter.com/content/demandstar_subscriptions).

## **D. Selection Process**

It is the intention of the selection committee to enter into negotiations with the firm ranked highest for the RFP. However, at the discretion of the BCHA Board of Commissioners, the committee reserves the right to reject all proposals.

The selection committee will utilize seven scoring criteria consisting of: financial capacity, price, experience, key program staff, approach/methodology, equal opportunity, and locality.